

## Financial Policy for Kingdom of Atlantia

1. Composition of the Financial Committee.
  - a. The Financial Committee (known in the Kingdom of Atlantia as the Atlantian Council of the Exchequer) shall consist of five voting members: the Kingdom Seneschal, the Kingdom Chancellor of the Exchequer (Kingdom Exchequer), and two other Great Officers of State. The reigning Monarchs shall also be included with one composite vote for both. All financial matters discussed or voted on via email will use official Kingdom controlled email accounts only, and no financial information will be sent to personal email accounts.
2. Terms of Atlantian Council of the Exchequer.
  - a. The Terms of the Exchequer and Seneschal on the Council will be concurrent with their respective warrants. The two Officer of State members will serve annually to be selected at the November budget meeting and step into the voting role at Unevent. Their Majesties will serve from Their Coronation to the Coronation of their Heirs.
3. Timeframes and methods for meetings.
  - a. The Council will meet at a minimum once per quarter. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (e.g., by exchange of email). If such meetings are held in person, by telephone, or virtually, it is the responsibility of the Kingdom Exchequer to create and preserve a written record of all decisions of the Council. If the meeting is held by email, then the Kingdom Exchequer will retain copies of all relevant emails as the permanent record of the meeting. Voting will not take place on Facebook or any other social media avenues.
4. Timeframes and methods for action approval under normal circumstances.
  - a. Meetings will be conducted within two weeks of a funding request. Decisions will be made by a simple majority.

5. Timeframes and methods for meeting and approval in emergencies.

- a. In the case of an emergency funding need, at least three members of the Council must be contacted and in agreement. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means, and will be conducted as soon as the emergency funding need is known. Voting will not take place on Facebook or any other social media avenues.

6. Reporting Schedule

- a. Branches must submit quarterly reports to the Kingdom Exchequer or a designated representative.
- b. The Kingdom must submit quarterly reports to the Corporate Treasurer or a designated representative.
- c. Reports will be cumulative, and are due as follows:
  - i. January 1 – March 31 (First Quarter Cumulative), due April 30<sup>th</sup>
  - ii. January 1 – June 30 (Second Quarter Cumulative), due July 31<sup>st</sup>
  - iii. January 1 – September 30 (Third Quarter Cumulative), due October 31<sup>st</sup>
  - iv. January 1 – December 31 (Fourth Quarter Cumulative/Domesday), due January 31<sup>st</sup>.
- d. Branch Non-Member Registration (NMR) reports are due via email to the office of the Kingdom Chancellor of the Exchequer no later than 5 days after the event closes by the Head Gatekeeper/Troll, copied to the group Exchequer; monies are to be mailed no later than 10 business days after the event closes. Kingdom NMR reports and monies are due to the Society NMR Deputy by the end of the month, for the previous month.
- e. Event reports must be submitted for every event within 21 days of event close. These shall be completed with copies of the event receipts and deposits; all deposits must include copies of all checks deposited and the bank receipt for the total cash plus checks. Checks may have their account numbers and addresses masked after all checks are cleared, before being posted to Kingdom online storage.
- f. Reports will be considered late if they are not received by the due date. If a report is incorrect but both the Regional Exchequer and the Kingdom Exchequer are aware

of the issue and working with the group to resolve the problem, the group will not be penalized as being late.

- g. Any exchequer with two late or missed Quarterly reports will be subject to a review of books and the possibility of group suspension. Suspension may be considered and the Kingdom Seneschal notified for any group failing to submit the fourth quarter/Domesday report by the deadline, any group failing to submit a Non-Member Registration report within 5 days after the event, or any groups with a pattern of missing/late/incomplete reports. Groups may only use any Corporate approved electronic payment system if they are fully up to date and current on all reporting.
7. Reporting requirements
    - a. Quarterly reports should include the following documents
      - i. Financial activity such as a journal or ledger, preferably in electronic format
      - ii. Bank statements for all accounts for the quarter, signed monthly
      - iii. The Excel report form
      - iv. A PDF of the entire Excel report, signed by the branch Exchequer and Seneschal
      - v. Copies of receipts for monies spent, if applicable
      - vi. Event reports, if applicable
      - vii. A current list of variances in effect, if any
  8. Timeframes and methods for review and revision of the financial policy.
    - a. Kingdom:
      - i. The Financial Policy will be maintained by the Atlantian Council of the Exchequer and will be reviewed annually by the Council for compliance with Society requirements and appropriateness for the Kingdom.
      - ii. Proposed changes to Atlantian Financial Policy will require approval by a simple majority of the Council to be forwarded for ratification by the Crown. If the proposal is disapproved by the Crown, the Council may

rework or resubmit. Upon approval by the Crown, changes will be forwarded for review to the Society Exchequer and approval by the Board of Directors.

- iii. Changes will become effective immediately following their publication in *The Acorn*.

b. Branches:

- i. Branch Financial Policies will be maintained by the branch Financial Committee and will be reviewed annually by the Financial Committee for compliance with Society and Kingdom requirements, and appropriateness for the branch.
- ii. Proposed changes will require approval by a simple majority of the branch Financial Committee.
- iii. Financial Policies will be forwarded to the Kingdom Exchequer for approval annually, regardless of whether changes are made or not.
- iv. Changes will become effective upon approval by the Kingdom Exchequer.

9. Methods for controlling cash receipts: cash receipts shall include but are not limited to: Event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

- a. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 7 calendar days after receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than 7 calendar days. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
- b. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business **under any circumstances.**

- c. Minors may not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. Individual groups may be more restrictive should they choose. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
  - d. A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
  - e. All cash and checks received at an event shall be counted and recorded by two people (not of the same family or address and not in a personal relationship) before the cash is removed from the site. All deposits must include copies of all checks deposited and the bank receipt for the total cash plus checks as well as the cash count sheets. Checks shall have their account numbers and addresses masked after all checks are cleared, before being posted to Kingdom online storage. Copies of the gate count, cash record, and deposits will be part of the Event report provided to the Exchequer and Seneschal.
10. Policies regarding event admission charges, refunds, or complimentary passes.
- a. Branches in Atlantia may choose to waive event fees (agree to absorb the cost themselves) for the following event attendees: The Monarchs, Heirs, and local Landed Baronage. This applies to both Kingdom level and branch level events. To waive the fees of any other attendees, the local branch must include a list of those approved for waived fees in the branch's financial policy and/or have the waiver of fees approved by the branch's financial committee with justification/documentation for the additional names added to the Event Budget. **Fees may not be waived for non-members.**

- b. Kingdom Event profits are those monies remaining from event receipts after all expenses have been paid. Cost of the site, food, prizes, supplies for decoration, advertising, or administrative purposes are acceptable expenses to be charged to an event. Acquisition of items which will be retained by the hosting group (such as serving gear or cooking gear) are not considered expenses of the event.
- c. The Kingdom will be considered the sponsor for any Kingdom Event that is managed by a group that is not a recognized branch of the SCA (for example, a household). The Kingdom Exchequer will provide the financial management for any event sponsored by the Kingdom. All event profits will be retained in the Kingdom General Fund.
- d. Any recognized branch that sponsors a Kingdom level event, excluding inter-Kingdom wars or events, Kingdom Unevent, and sessions of The University of Atlantia, will receive 50 percent of the profits from the event. The balance of the profits shall be turned over to the Kingdom treasury for the General Fund.
- e. The Kingdom may cover 50 percent of a documented loss from a Kingdom Event sponsored by a recognized Branch within the boundaries of the Kingdom, excluding inter-kingdom wars or events, Kingdom Unevent, and sessions of the University of Atlantia.
- f. The Kingdom shall be considered the sponsor for all inter-Kingdom wars and events. The Crowns, working in cooperation with the event autocrats and the Kingdom Exchequer, may negotiate the split of the profits between the Kingdoms, hosting groups, etc.
- g. 100% of the Kingdom share of profits from sessions and/or fundraisers of the University of Atlantia shall be used to fund future sessions of the University and other University expenses such as a subscription for a Zoom account, and will be reserved to the University fund for that purpose.
- h. Event Finances
  - a. Bids for Kingdom level events shall be sent to the Council of the Exchequer by the Kingdom Event Bid Committee with any notations that they feel necessary as to which one has received their approval and vote. The Event Bid Committee will solicit as many bids as feasible, spreading them throughout the Kingdom

for fairness and rotation. In order to maintain bidding process transparency, anyone with a vested interest in a property will recuse themselves from the bidding process. Examples of vested interest include but are not limited to:

- i. People owning structures on a property
  - ii. People who have a close relationship to anyone who owns a structure or other investment in the property (i.e., same household, squire/knight or other SCA relationship, family, etc.)
- b. Autocrats are responsible for filing event reports as soon as possible, within 21 days maximum, from the date of the event. This applies to both Kingdom and non-Kingdom events.
- c. Kingdom Event reports will be sent to the Kingdom Chancellor of the Exchequer, the Kingdom Event Bid Committee, the hosting branch exchequer and the regional exchequer.
- d. The Exchequer must receive event-related receipts and requests for reimbursement no later than five business days after the event.
- e. Event Refunds shall be provided as follows (unless this policy is superseded by stricter written financial policy of the hosting group):
- i. Feast refund will be provided if the feast spot was resold to another attendee.
  - ii. Other fees may be refunded based upon a decision by the Atlantian Council of the Exchequer.
  - iii. The Exchequer must receive refund requests in writing from the reservationist/head gatekeeper (email is acceptable) no later than five (5) business days after the event.
  - iv. All refunds shall be paid by check from the group checking account.
  - v. No refund shall be issued until the event books have been closed and all reservation checks have cleared.
  - vi. No refund shall be issued if the event has not made a profit unless agreed upon by the financial committee of the host group or Atlantian Council of the Exchequer.

- vii. Kingdom and Corporate rules allow members to check other members in at gate with proof of membership. Therefore, no refunds will be provided for anyone checked in at gate, regardless of actual attendance.
- viii. All refund checks not cleared within 120 days of issuance will be considered a donation to the Royal Travel Fund.
- f. Use of electronic payment systems is strictly handled by SCA, Inc and the PayPal addendum attached.

11. Policy regarding asset management and control of inventory including trailer policy

**a. TRAILERS (the Kingdom does not currently own any trailers, but should this change, the policies outlined below apply).**

- i. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.
- ii. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
- iii. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
- iv. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
- v. If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in



the trailer, it is allowable that additional personal property owned by branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.

b. Other property

- i. An inventory will be maintained of all Kingdom assets.
- ii. The inventory shall be maintained by the Exchequer and a designated deputy (chamberlain or quartermaster)
- iii. The inventory will include location of the property, and purchase price if known.
- iv. Property management will include
  1. Storing the Kingdom assets in a secure place
  2. Checking assets out to users as needed
  3. Checking assets in when returned to storage
  4. Inspecting assets upon return to storage to determine
    - a. If maintenance is required for routine wear and tear, such as repairing tears, replacing grommets, ropes, etc., cleaning, and other similar issues.
    - b. If asset has been damaged by neglect, such as mold/mildew due to being kept in damp conditions
    - c. If asset has been damaged by abuse, such as cutting, bending, or otherwise modifying the Crowns
  5. Arranging for maintenance or repair as needed.
  6. The Heirs and Monarchs will sign a document stating that They will be responsible for the security and maintenance of the Crowns while such Crowns are in Their possession. It is strongly recommended that the Heirs and Monarchs will add the Crowns to Their homeowner's or rental insurance, if permissible. The Exchequer and Chamberlain will provide documentation as needed to assist the Heirs and Monarchs to do so.

- v. Any planned purchases of equipment, such as trailers, pavilions, thrones, etc. that will cost more than \$7500 must be approved by the Corporate Treasurer and the Society Exchequer

#### 12. Prohibited Activities

- a. RAFFLES AND ONLINE AUCTIONS are prohibited by corporate rule.
- b. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.
- c. Purchase of alcohol other than small amounts used for cooking.
- d. Use of, purchase of, or investment in cryptocurrency is prohibited

#### 13. Policy on sales tax

- a. Not required in the Kingdom of Atlantia

#### 14. Special Purpose and Dedicated Funds

- a. General Funds are defined as monies collected by the Kingdom to support the administrative and event related functions of the Kingdom. Unless otherwise specified all money collected will be considered to be General Funds.
- b. Permanent Funds
  - i. Royal Travel Fund
    - 1. A Travel Fund shall be established to partially defray the costs associated with travel to official Society Functions at which the royals have official duties. Each Travel Fund shall be opened with an allocation determined in the annual budget process from the General Funds for reimbursement of travel expenses. The funds will be available to the Coronets from the time they are chosen. The amount of the allocation will be determined in the annual budget and will take effect January first of each year.

2. Only the initial allocation will be available to the Heirs for disbursement during Their term as Prince and Princess
3. The Royal Travel fund may accept donations in addition to those allocated from the General Funds. Any donation made to the Royal Travel Fund will be held separate from the initial allocation and is available for the use of the current Monarchs.
4. The Royal Travel Fund will be available for disbursements for the entire duration of the Monarch's reign. Disbursements to the outgoing Crowns may not exceed funds available in the Royal Travel Fund on the day prior to the Coronation of Their Heirs. Requests for reimbursement from the outgoing Crowns must be submitted within 14 days of the day of the Coronation of Their Heirs. Disbursements to the incoming Crowns will be held until the expiration of the 14 day period.
5. Should the Royal Couple choose to submit receipts separately, the travel fund is to be divided equally, unless both members of the Royal Couple agree in writing to a different split. Any additional allocations and funds raised are also to be divided in the same proportion.
6. The following expenses may be reimbursed from the Travel Fund: gas, event fees, lodging, commercial transportation fares, and vehicle rentals. Other categories of Travel Fund reimbursement requests shall be addressed by the Council of the Exchequer on a case-by-case basis.
7. All reimbursements will be made from the appropriate Travel Fund. No reimbursement shall be made that exceeds the amount available in the fund.
8. Any donated funds remaining at the end of each reign shall be transferred to the next Crown's Travel Fund.
9. Reimbursements to the Monarchs for travel and associated expenses may be held to offset the cost of repairing or replacing Kingdom

property which has been signed out to the Monarchs that is lost or damaged through abuse or neglect by the Monarchs (see 11b). If the Chamberlain identifies loss or damage through abuse or neglect, this will be confirmed by the Exchequer and the Seneschal before determining that reimbursement for travel expenses will be held.

- ii. Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Kingdom of Atlantia
  - iii. Inactivity/Expiration – this fund is considered a Permanent Fund, to be approved by vote of the Council of the Exchequer each year.
- c. Children’s Fete Fund
- i. Monies in this fund are used for allowable expenses associated with Atlantia’s sponsorship of the Known World Children’s Fete at the Pennsic War
  - ii. Secondary Purpose – If the primary purpose of this fund ceases to exist, the secondary purpose of this fund is to cover expenses related to the Youth activities of Atlantia.
  - iii. Inactivity/Expiration – this fund is considered a Permanent Fund, to be approved by vote of the Council of the Exchequer each year.
- d. University Fund
- i. Proceeds from sessions of the University of Atlantia, or fundraisers and donations specifically for the University fund, shall be used to fund future sessions of the University and shall be reserved to the University fund for that purpose and other approved University expenses.
  - ii. Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Kingdom of Atlantia
  - iii. Inactivity/Expiration – this fund is considered a Permanent Fund, to be approved by vote of the Council of the Exchequer each year.
- e. Unevent Fund
- i. As Unevent is now a permanently virtual event, the Unevent fund will be returned to the General Fund at the end of 2023 and this category will be retired as part of the fund list for 2024.

- f. War of the Wings Fund
  - i. This fund was established to reduce risk to the Kingdom from the event known as War of the Wings. The fund will support payment of expenses required prior to receipt of any income for the event.
  - ii. Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Kingdom of Atlantia.
  - iii. Inactivity/Expiration – Allocation for this fund will be made by a vote of the Council of the Exchequer each year.
- g. KASF Fund
  - i. This fund was established to defray the cost of hosting the annual Kingdom Arts and Sciences Festival. The fund will be set by Kingdom budget and augmented by fundraisers run by the A&S community.
  - ii. Secondary Purpose – if the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Kingdom of Atlantia.
  - iii. Inactivity/Expiration – this fund is considered a Permanent Fund, to be approved by vote of the Council of the Exchequer each year.
- h. Other permanent funds may be established by a majority vote of the Atlantian Council of the Exchequer.
- i. Temporary funds will be established for use as short-term obligations occur. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds will be determined by the purpose of the fund.
- j. All funds must have a secondary fund purpose in the event that the primary purpose ceases to exist.

## 15. Additional policies

- a. Bank Accounts
  - i. Kingdom Accounts – in addition to the accounts maintained by the Kingdom, the following Atlantian organizations are authorized to maintain separate accounts for their use. Each organization must maintain their

own Financial Policy. Signatories on such accounts must not be in the same family or address or in a personal relationship.

1. The College of Heralds and Scribes of Atlantia.
  - ii. The Kingdom Seneschal is required to be a signatory on the accounts maintained by the Kingdom.
  - iii. Triton Herald is required to be a signatory on the account maintained by the College of Heralds and Scribes of Atlantia.
  - iv. Branch Accounts
    1. Accounts must be administered to follow policies set forth in the Exchequer's Handbook, including but not limited to the following:
      - a. Reigning Monarchs may not be signatories on an account
      - b. Territorial Baronage may not be signatories on their Baronial accounts
    2. The branch Seneschal is required to be a signatory on the branch account.
    3. If any branch can demonstrate an undue hardship in following any of these dictates they may request a variance from the Kingdom Exchequer.
    4. If a branch or guild of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group, another fund may be selected. In the case of a disbanding Canton, the Baronial account may be selected or if the group is melding into another Canton or Shire that group may be chosen.
- b. Disbursements
- i. Definition
    1. Disbursements are any monies released from a Society account for the purposes of funding events, activities, or administration of the Kingdom.
  - ii. Controls

1. All disbursements will be made by bank draft (check) in accordance with Society Branch Financial Policy.
  2. Advance payments can only be made with the prior approval of the Atlantian Council of the Exchequer in accordance with Society Branch Financial Policy.
    - a. No advances will be given to any individual who has not yet cleared (returned receipts and excess monies) a previous advance.
  3. Disbursements which are reimbursements for approved expenditures will require the request for reimbursement, which includes the legal and society name of the individual requesting reimbursement, explanation of expenditures and documentation of their approval, and all receipts.
  4. Under no circumstances will reimbursement be made without a receipt of expenditure. All receipts must be presented to the Kingdom Exchequer for reimbursement within 30 days. Recurring charges may be reimbursed annually rather than monthly (i.e. monthly web mail)
  5. Disbursements for items not specified in this document or otherwise budgeted for may be requested by individuals. Such requests should be made to the Atlantian Council of the Exchequer in advance of purchase.
  6. An accounting of expenditures shall be made at the next Curia.
- iii. Budget. The Chancellor of the Exchequer will submit an annual budget to the Atlantian Council of the Exchequer for approval for each fiscal year, at the November Budget meeting. The budget will be published when approved. Based on the recent history of expenditures, expected activity, and the current financial health of the Kingdom, funding levels will be proposed and allocated for the following Budget Line Items plus other pre-planned expenses at the discretion of the Council:

1. Kingdom Seneschal Office expenses.
  2. Kingdom Chatelaine Office expenses.
  3. Kingdom Chronicler. The Chronicler's Budget is established to help defray the costs associated with the production of the Kingdom Newsletter.
  4. Kingdom Earl Marshal Office expenses.
  5. Kingdom Chancellor of the Exchequer Office expenses.
  6. Triton Principal Herald Office expenses shall be handled by the Herald's Exchequer
  7. Kingdom Minister of Arts and Sciences Office expenses.
  8. Kingdom Minister of the Lists expenses.
  9. Kingdom Web Minister Office expenses.
  10. War Hospitality. Monies in this budget are used for allowable expenses in providing a "Populace and Royals Tent" for both populace and royal use on the field at the Pennsic War and/or at Gulf War, and allowable non-alcoholic refreshments to the Populace and Royals.
  11. Royal Travel expenses
- iv. Disbursements from Budget
1. The Chancellor of the Exchequer is authorized to make disbursements from General Funds based upon the Budget as approved by the Atlantian Council of the Exchequer.
  2. All receipts must be submitted to the Chancellor of the Exchequer within 30 days of incurring the expense. excepting annual expenses (not including Royal travel).
  3. All postage costs associated with the execution of an office will be reimbursed and will not be considered as part of the Officer's budgeted allocation.



4. Fees for Corporate required expenses shall be included in the budget; these include QuickBooks, Heraldry fees and Background checks.
5. Telephone expenses of Officers and Royalty will not be reimbursed under any circumstances.
6. Postage costs incurred by the Royalty and Their Heirs shall be reimbursed upon receipt to the Kingdom Exchequer.
7. Reasonable expenses incurred by Principals of the Orders of Peerage and the Kingdom Orders of High Merit for pollings conducted at the request of the Crown and mailings for the general administration of the Orders shall be reimbursed. Reasonable expenses shall include postage, copying, and envelopes.
8. Should the Exchequer deem any requested amounts unreasonable, he/she shall consult the Atlantian Council of the Exchequer.

c. Officer Travel Policy

- i. Kingdom Officers who have Society required travel may apply to the Atlantian Council of the Exchequer for travel expenses.
- ii. A proposed budget, with proof of required travel shall be submitted to the Atlantian Council of the Exchequer with request for travel expenses as soon as the requirement for travel is known.
- iii. The following expenses may be reimbursed from the General fund: gas, event fees, lodging, commercial transportation fares, and vehicle rentals. Other categories of Travel Fund reimbursement requests shall be addressed by the Atlantian Council of the Exchequer on a case-by-case basis.

Provisions in this policy may be waived by unanimous vote of the Atlantian Council of the Exchequer depending on circumstances, provided that such action does not put the Kingdom in financial jeopardy. For example, if an event is cancelled, the refund policies requiring written request for refund and the event being profitable may be waived. If an individual requests refund prior to an event stating financial hardship, the policy of waiting to write refund checks until the event books are closed may be waived.